

NAVSTA NORVA INSTRUCTION 12630.2B

Subj: VOLUNTARY LEAVE TRANSFER PROGRAM

Ref: (a) Title 5, Code of Federal Regulations (CFR), Part 630
(b) DOD Financial Management Regulation, Volume 8, Chapter 5
(c) HRO Manual, Chapter 630

Encl: (1) OPM 630 Form, Leave Recipient Application
(2) OPM 630-A Form, Request to Donate Annual Leave to Leave Recipient (Within Agency)
(3) OPM 630-B Form, Request to Donate Annual Leave to Leave Recipient (Outside Agency)

1. Purpose. This instruction sets forth policy and procedures under which Naval Station Norfolk will administer the Voluntary Leave Transfer Program required by references (a) through (c). The Voluntary Leave Transfer Program permits federal employees to donate annual leave for the use of other federal employees in medical emergency situations.

2. Cancellation. NAVSTANORVAINST 12630.2A.

3. Background. On 5 February 1994, the Federal Employees Leave Sharing Amendments Act, made the voluntary leave transfer program permanent. The approval and use of transferred annual leave will be subject to all of the conditions and requirements imposed by Chapter 63 of Title 5, United States Code and OPM regulations regarding absence and leave.

4. Responsibility

a. The Administrative Department will be responsible for the following:

(1) Deciding on the disposition of potential recipient's and/or donor's applications.

(2) Notifying the potential recipient and/or donor.

(3) Verifying the employee's eligibility for the program.

(4) Forwarding approved applications to servicing payroll office and/or to Activity Head for leave transfers outside of command.

(5) Using available sources to publicize the leave recipient's need for donations of annual leave.

(6) Notifying servicing payroll office when medical emergency has terminated so unused donated leave can be transferred pro rata back to each donor.

(7) Notifying department head and leave donor in writing when Executive Officer approves/disapproves limitation on donated leave.

b. Department Heads will be responsible for the following:

(1) Verifying leave availability for requested donation.

(2) Submitting Leave Recipient and/or Leave Donor Applications to the Administrative Department.

(3) Providing documentation to the Administrative Department that leave recipient's medical emergency has terminated.

c. Leave Recipient's will be responsible for the following:

(1) Completing enclosure (1) with supporting documentation of medical emergency as described.

(2) Submitting application to Department Head for action.

(3) Providing department head with documentation when the medical emergency has terminated.

d. Leave Donor's will be responsible for the following:

(1) Completing enclosure (2) for within agency and enclosure (3) for outside agency.

(2) Submitting application to Department Head for action.

5. Action. The Executive Officer has the authority to approve waivers of the limitations on annual leave donations as specified in reference (a).

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